

# COUNTY OF CULPEPER

Building Department  
302 North Main Street  
Culpeper, VA 22701  
(540) 727-3405  
Fax: (540) 727-3461  
[www.CulpeperCounty.gov](http://www.CulpeperCounty.gov)



## **BUILDING PERMIT AND RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS**

Application Process:

1. **County and Town Zoning Permit requirements must be met and approved before Building**  
Permit can be accepted by the Building Department.
  - For County [www.culpepercounty.gov](http://www.culpepercounty.gov) / planning & zoning
  - For Town of Culpeper [www.culpeper.to/](http://www.culpeper.to/) planning & zoning
2. **Building Permit Application with approved County & Town Zoning Permits**
3. **Minimum of three (3) Sets of Plans**
  - ¼ " Scale (every ¼ inch equals 1 foot)
  - Minimum size of paper 11" x 17"
  - Each page of the plan must be signed by the architect or person who drew the plans.
  - If any steel beams are on the plans we will require an Engineers Seal.
4. **Health Permit (Well & Septic)**  
Required for new homes in the County; and/or the addition of a bedroom to existing home
5. **Two (2) copies of RES Check**  
To verify that Insulation Requirements will be met if you are using less than 2 x 6's for framing.
6. **Applications must be filled out completely and accurately. This includes not only what is being built, but also construction details.**
  - If a plan shows a block foundation wall, then the application should reflect a masonry foundation. If a plan shows a truss roof, then the application should reflect a truss roof.

**If there are contradictions between information shown on plans and the information shown on the application, your plans will not be reviewed and approval time could be increased by two or three weeks.**

## **ADDITIONAL INFORMATION REQUIRED FOR DECK APPLICATIONS with Plans**

- Footing Detail (min. footer depth is 18")
- Size of all posts, joist, and beams shown on plans
- Handrail, Stair, and Guardrail Detail
- Attachment details
  - flashing, joist to beam connections
  - rail to post connections, post to footing etc.
- All nails & screws must be hot-dipped galvanized or stainless steel.
- Hot Tub on a deck will require Engineer's Sealed plans
- Some home center stores have deck design services. You may use the drawings generated but please ensure they include the information listed above.